

**GROTON PUBLIC LIBRARY
SPECIAL BOARD MEETING**
Wednesday, September 11, 2013
8:00 p.m., Bill Memorial Library
Groton, CT

- I) Call to order
- II) Roll call
- III) Public Comments
- IV) Communications
- V) Approval of minutes of the June meeting
- VI) Review of June, July and August performance measures
- VII) Director's Report
 - A) Cathleen Clifford is the new Assistant Librarian/Circulation Supervisor. She officially began her duties on August 22. Her promotion left a vacancy for a Library Assistant in Circulation. This position has been opened to current employees and is in the process of being filled.
 - B) Groton, Waterford and Mystic & Noank Libraries will sign a 7-year contract with SIRSI to continue providing our integrated library system (online catalog). SIRSI has offered a very attractive contract which includes having them host the system (now hosted on a server at Waterford); we will also move to their new ILS, Blue Cloud, when it becomes available in 12-18 months.
 - C) Programs and Activities
 - i) Thank you for your assistance at the How-To Festival. We received positive feedback and will probably offer it again next year.
 - ii) The Civil War exhibit and programs have been very well-received.
 - iii) The book sale took place July 12 – 16 and raised \$4,222 for the Library's Donation Trust Fund.
 - iv) Planning has begun for *The Way We Worked* exhibit which will take place in the fall of 2014. Meetings are being held with educational institutions, museums, historical societies, libraries, etc. to organize related programming.
 - v) *Little Princes* author Conor Grennan will be at Fitch High School On September 12 at 7:00 p.m., for the final program of the 2013 OBOR.

- vi) The Library is hosting a four-part series titled *Demystifying Probate and Estate Planning* this fall with Probate Judge Nicholas Kepple.
- vii) The Town is circulating a draft policy which will affect our use of volunteers and independent contractors. Volunteers will be subject to background checks; some may be required to have DCF checks (if they have contact with children or special needs individuals). Names of independent contractors (including all of our program presenters) will be submitted to the Town's Human Resources Department several weeks prior to the program date to determine the need for further vetting.
- viii) The Town Attorney has been consulted about "peanut-free" zones in libraries and any legal responsibility under the ADA.
- ix) The Circle of Friends Annual Meeting is planned for September 19 at 5:15 p.m. in Meeting Room 1.

VIII) Review of Board contributions

IX) New Business

- A) Recruitment of Board members.

X) Old Business

XI) Adjournment